Recertification Report - CARF Accredited Organization

Provider Name			Provider Number		Begin Cert Date	End Cert Date
WYOSTEP, INC			1033264825		9/30/2009	9/30/2010
Organizational Practices	Area of Survey	Findings & Identification of Noncompliance	As Evidenced By	Provider Retrained on:	Health, Safety, or Rights Issue?	Date QIP Due
	Staff Training (Wyoming Medicaid rules Chapter 45, Section 26)	Recommendation (Systemic)	4 of 4 staff files reviewed (100%) staff met the qualifications of services provided and had documentation of background screenings. Only 2 of 4 staff files reviewed (50%) had documentation of current CPR and 1st Aid certification.		Yes	8/5/2009
	Staff Training (Wyoming Medicaid rules Chapter 45, Section 26)	Recommendation (Systemic)	2 of 4 staff (50%) files reviewed had documentation of participant specific training which met applicable standards. In addition, 1 of 4 staff files (25%) had documentation of Division required training which met applicable standards.		Yes	8/5/2009

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5 5 ,	Recommendation (Systemic)	Emergency drill documentation of 2 locations was reviewed. 2 of 2 locations (100%) had documentation of emergency drills with documentation of concerns identified when appropriate and follow-up to concerns documented as appropriate. The provider was not documenting emergency drills on all shifts at the residential site. In addition, at both the day and residential habilitation sites the provider was not documenting all types of required drills.	No	8/14/2009
9 9	Recommendation (Focused)	1 of 2 (50%) vehicles observed had emergency procedures during transportation.	No	8/14/2009
,	Recommendation (Focused)	2 of 2 locations (100%) reviewed had documentation of internal inspections, with concerns identified when appropriate. Only 1 of 2 locations (50%) had documentation of follow-up to concerns documented as appropriate.	No	8/14/2009
External Inspections (CARF 1.E.)	In-Compliance	2 of 2 locations (100%) reviewed had documentation of external inspections, with concerns identified when appropriate, and follow-up to concerns documented as appropriate.	No	
Progress made on prior DDD Survey recommendations	In-Compliance	With the exception of the issues readdressed in this survey, the provider continues to make progress on recommendations from the previous survey.	No	

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Progress made on prior CARF Survey recommendations	In-Compliance	With the exception of the issues readdressed in this survey, the provider continues to make progress on recommendations from the previous survey	No	
Incident reporting standards (Wyoming Medicaid rules Chapter 45, Section 30)	Recommendation (Focused)	The provider has several incident reporting policies, none of which fully met current requirements. Including, not having the accurate timeframe for reporting critical incidents, all reportable categories, or entities that need to be notified.	No	8/14/2009
Incident reporting standards (Wyoming Medicaid rules Chapter 45, Section 30)	In-Compliance	3 of 3 staff (100%) interviewed were able to articulate functional knowledge of the Division's Notification of Incident Reporting Process.	No	
Complaint and Grievance (CARF 1.D.)	In-Compliance	The provider's policy was reviewed and met applicable standards. In addition, the provider reports having no formal grievances filed in the past year	No	
Rights of Participants (Wyoming Medicaid rules, Chapters 45, Section 26, CARF Section 1)	In-Compliance	The provider's policy on rights was reviewed and met applicable standards.	No	
Rights of Participants (Wyoming Medicaid rules, Chapters 45, Section 26, CARF Section 1)	In-Compliance	3 of 3 staff (100%) interviewed were able to articulate participant specific rights and restrictions.	No	
Restraint standards (Chapter 45, Section28)	In-Compliance	The provider's policy on restraints was reviewed and met applicable standards.	No	

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	Transportation Requirements (CARF 1.E.9)	In-Compliance	2 of 2 vehicles (100%) observed appeared safe and met the applicable		No	
Participant Specific Reviews	Area of Survey	Findings & Identification of Noncompliance	standards. As Evidenced By	Provider Retrained on:	Health, Safety, or Rights Issue?	Date QIP
	Implementation of Individual Plan of Care (Wyoming Medicaid rules Chapters 41, 42 and 43, Section 8)	In-Compliance	5 files were reviewed and per the provider documentation the plans of care were being implemented appropriately.		No No	
	Releases of Information (CARF 2.B.)	Not Reviewed	5 participant files were reviewed and did not contain releases that could be reviewed.		No	
	Emergency Information (CARF 2.B.)	Recommendation (Focused)	4 of 5 participant files (80%) reviewed contained current and thorough emergency information. Participant 1's file did not contain emergency information.		Yes	8/5/2009
	Objectives and goal tracking (Wyoming Medicaid Rules Chapter 41-43)	In-Compliance	2 of 2 applicable participant files (100%) reviewed consistently included documentation of tracking of progress made on objectives.		No	
	Billing and Documentation (Wyoming Medicaid Rules Chtr. 45 Sect. 27)	Recommendation (Focused)	Six months billing and documentation was reviewed for 5 participants and met applicable standards, with the exception: Participant 1's respite documentation did not include consistent usage of AM/PM or military time when documenting time in and out of service.		No	8/14/2009

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Residential Services	Area of Survey	Findings & Identification of Noncompliance	As Evidenced By	Provider Retrained on:	Health, Safety, or Rights Issue?	Date QIP Due
	Organization maintains a healthy and safe environment – all service settings (CARF 1.E.10 Chapter 45, Section 23)	Recommendation (Focused)	1 residential site was visited and showed evidence of maintaining a healthy and safe environment, with the exception: Apartment 2 smelled heavily of animal urine.		No	8/14/2009
	Organization meets CARF Standards on Community Housing (CARF Section 4.J)	In-Compliance	Through documentation review and service observation, the provider showed evidence of meeting the standards on community housing.		No	
	The organization meets the standards in Chapter 45, section 23)	In-Compliance	The organization provided evidence for meeting the standards in chapter 45, section 23, with the exception of where otherwise noted in this report.		No	
Day Habilitiation, Employment Services	Area of Survey	Findings & Identification of Noncompliance	As Evidenced By	Provider Retrained on:	Health, Safety, or Rights Issue?	Date QIP Due
	The organization meets the standards for Community Integration (CARF 4.E)	In-Compliance	The organization meets the standards, as evidenced by documentation review and service observation.		No	
	The organization meets the standards for employment (CARF Section 3 and Chapter 45 Section 23)	Not Reviewed	The provider is currently certified in employment services; however, this was not reviewed during the survey.		No	
	Organization maintains a healthy and safe environment – all service settings (CARF 1.E.10 Chapter 45, Section 23)	Recommendation (Focused)	1 site was observed and provided evidence of maintaining a healthy and safe environment, with the exception: the east exit door was blocked from the outside and did not open easily.		Yes	8/5/2009

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	Organization meets the standards for the service provided (CARF Standards and Medicaid rules)	In-Compliance	Through documentation review, service observation, and interview of participants and staff, the provider meets the standards for the service provided.		No	
Other Services	Area of Survey	Findings & Identification of Noncompliance	As Evidenced By	Provider Retrained on:	Health, Safety, or Rights Issue?	Date QIP Due
	Organization maintains a healthy and safe environment (CARF 1.E.10 and WMR Chapter 45, Section 23)	Not Reviewed	Even though the provider currently provides other services such as respite and personal care, these services were not able to be observed during the survey.		No	
	Organization meets the standards for the service provided (CARF Standards and WMR Chapter 41-45)	In-Compliance	With the exception of where otherwise noted in this report the provider is meeting the standards in this area.		No	

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